

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 36-3002**

**AIR EDUCATION AND TRAINING COMMAND  
Supplement 1**

**8 JUNE 2006**

**Personnel**

**CASUALTY SERVICES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This supplement implements and extends the guidance of AFI 36-3002, *Casualty Services*, 25 July 2005.** This supplement applies to the Air National Guard (ANG) and Air Force Reserve Command (AFRC) units. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS), located at [https://afirms.amc.af.mil/rds\\_series.cfm](https://afirms.amc.af.mil/rds_series.cfm).

**SUMMARY OF CHANGES**

**This publication has been substantially revised and must be completely reviewed.** Updates paragraphs numbers to agree with the revised basic AFI, updates office symbols throughout, changes the reference from Local Invitational Travel Order (ITO) Program to Emergency Family Member Travel Program (paragraph 1.7.2.9 (Added)(AETC)), and adds civilian casualty reporting procedures (paragraph 2.8.4 (Added)(AETC) through 2.8.4.7 (Added)(AETC)).

1.5.1.4. The approval will be submitted in writing.

1.6.13. (Added)(AETC) Provides a current on-call casualty standby roster to the installation command post, message center, and telephone operators. This roster includes procedures to contact the on-call standby representative (during and after duty hours) when an active duty military person (including other services and foreign military personnel attached to the installation) is declared a casualty.

1.7.2.9. (Added)(AETC) Requirements and procedures of the Emergency Family Member Travel Program.

1.7.3. Ensure proposed base casualty services publications are sent through HQ AETC/A1ZM (Military Affairs), 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308, for coordination before being forwarded to HQ AFPC/DPFCS.

1.7.4. Submit AF IMT 1075, *Casualty Personnel Roster*, annually on 1 October (a negative response is required) and whenever a change occurs. Send one copy to HQ AETC/A1ZM, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308.

1.7.5. Submit AF IMT 1075 annually on 1 October (a negative response is required) and whenever a change occurs. Also send a copy to HQ AETC/A1ZM, 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308.

1.7.10. HQ AETC/A1ZM will be an information addressee on all casualty messages. If normal communications are lost and the unit is unable to telephone or transmit message traffic through normal Defense Switched Network (DSN) lines, the unit will use command and control lines available in the installation command post to communicate with the Headquarters AETC Command Center. In turn, the center will relay the information to Headquarters, Air Force Personnel Center, Casualty Services Branch (HQ AFPC/DPFCS), and HQ AETC/A1ZM for action.

2.1.2.3. See paragraphs 2.1.2.5 (Added)(AETC) and 2.1.2.6 (Added)(AETC) for procedures for preparing *military* casualty reports. See paragraph 2.8.4 (Added)(AETC) for procedures for preparing *civilian* casualty reports.

2.1.2.5. (Added)(AETC) Ensures a copy of the casualty report message is provided to HQ AETC/A1ZM when a casualty occurs involving the death of any of the following members:

2.1.2.5.1. (Added)(AETC) An active duty member assigned to AETC.

2.1.2.5.2. (Added)(AETC) A foreign military member at or near an AETC installation.

2.1.2.5.3. (Added)(AETC) A sister-service military member at or near an AETC installation.

2.1.2.5.4. (Added)(AETC) An ANG or AFRC member in a duty status (active duty, active duty for training, inactive duty for training, or performing authorized travel directly to or from such duty) and attached to an AETC unit.

2.1.2.6. (Added)(AETC) Provides the following information to HQ AETC/A1ZM about casualties listed in paragraphs 2.1.2.5.1 (Added)(AETC) through 2.1.2.5.4 (Added)(AETC):

2.1.2.6.1. (Added)(AETC) Name, grade, and organization of the casualty. **Note:** Include the member's common name (such as "Rick" for Richard or "Bill" for William). Do not use call signs, derivatives of the member's last name, or nicknames (for example, "Ace" or "Viper").

2.1.2.6.2. (Added)(AETC) Date, time, place, and circumstances surrounding the casualty.

2.1.2.6.3. (Added)(AETC) Marital status and name, grade, and address of spouse, if applicable. If unmarried, the name and address of the primary next of kin.

2.1.2.6.4. (Added)(AETC) Name and birth dates of children, if applicable.

2.1.2.6.5. (Added)(AETC) Any information (for example, marital discord, misconduct, pending punitive action, etc.) that might help HQ AETC/A1ZM determine whether to send a command condolence letter.

2.1.2.6.6. (Added)(AETC) Wing commander's recommendation (or nonrecommendation) to send a command condolence letter.

2.1.2.6.7. (Added)(AETC) Beneficiaries for death benefits and amounts of the benefits.

2.8.4. (Added)(AETC) A civilian casualty report (DD Form 1664, *Report of Casualty*) must be immediately provided to HQ AETC/A1ZM when a casualty occurs involving the death of an Air Force civilian employee (excluding a nonappropriated fund [NAF] employee assigned to AETC). In this case, the civilian personnel flight provides the following information to HQ AETC/A1ZM:

2.8.4.1. (Added)(AETC) Name, grade, and organization of the casualty. **Note:** Include the person's common name (such as "Rick" for Richard or "Bill" for William). Do not use call signs, derivatives of the member's last name, or nicknames (for example, "Ace" or "Viper").

2.8.4.2. (Added)(AETC) Date, time, place, and circumstances surrounding the casualty.

2.8.4.3. (Added)(AETC) Marital status and name, grade, and address of spouse, if applicable. If unmarried, the name and address of the primary next of kin.

2.8.4.4. (Added)(AETC) Name and birth dates of children, if applicable.

2.8.4.5. (Added)(AETC) Any information (for example, marital discord, misconduct, pending punitive action, etc.) that might help HQ AETC/A1ZM determine whether to send a command condolence letter.

2.8.4.6. (Added)(AETC) Wing commander's recommendation or nonrecommendation to send a command condolence letter.

2.8.4.7. (Added)(AETC) Prior service information, branch of service, and year of retirement, if applicable.

8.14.3.1. AF IMT 1075, *Casualty Personnel Roster*; and DD Form 1664, *Report of Casualty*.

LISA C. FIRMIN, Colonel, USAF  
Deputy Director of Manpower and Personnel